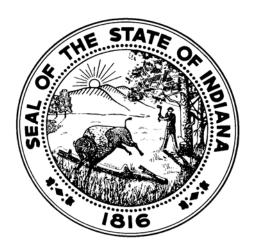
# STATE BOARD OF ACCOUNTS 302 West Washington Street Room E418 INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 21 CAMBRIDGE CITY, INDIANA

January 1, 2003 to December 31, 2003



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# OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Ms. Jane Lay	01-01-03 to 12-31-04



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#### INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 21 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

September 9, 2004

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 21 CAMBRIDGE CITY, INDIANA SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS January 1, 2003 to December 31, 2003

Collections:         Registrations       \$ 2,190,298         Titles       315,450         Drivers Licenses       48,182         Watercraft       22,632         Miscellaneous       207         Total       \$ 2,576,769         Distributions:       \$ 1,024,623		_	Amount
Titles       315,450         Drivers Licenses       48,182         Watercraft       22,632         Miscellaneous       207         Total       \$ 2,576,769         Distributions:       \$ 1,024,623	Collections:		
Drivers Licenses       48,182         Watercraft       22,632         Miscellaneous       207         Total       \$ 2,576,769         Distributions:       \$ 1,024,623	Registrations	\$	2,190,298
Watercraft Miscellaneous       22,632 207         Total       \$ 2,576,769         Distributions: State Fees       \$ 1,024,623	Titles		315,450
Miscellaneous         207           Total         \$ 2,576,769           Distributions:         \$ 1,024,623	Drivers Licenses		48,182
Total \$ 2,576,769  Distributions: State Fees \$ 1,024,623	Watercraft		22,632
Distributions: State Fees \$ 1,024,623	Miscellaneous	_	207
Distributions: State Fees \$ 1,024,623			
State Fees \$ 1,024,623	Total	\$	2,576,769
State Fees \$ 1,024,623			
	Distributions:		
	State Fees	\$	1,024,623
County Tax 1,324,873		·	
Commission Fees 227,273	•		
Total <u>\$ 2,576,769</u>	Total	\$	2,576,769

The accompanying notes are an integral part of the schedule.

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 21 CAMBRIDGE CITY, INDIANA NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

#### Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

#### Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

#### Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 21 CAMBRIDGE CITY, INDIANA STATISTICAL INFORMATION January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	Quantity
Vehicle Registrations: Passenger Motorcycle RV (Housecar) Light Truck Other Truck Farm Truck Tractor Trailer Semi-Trailer School and Church Bus Other	13,607 568 258 5,964 354 239 38 1,989 318 20 7
Total Vehicle Registrations	23,370
Drivers Licenses and Permits: Drivers Licenses/Learners Permits CDL Licenses/CDL Permits Placards Other	2,128 155 307 1,187
Total Drivers Licenses and Permits	3,777
Titles:     Vehicles     Watercraft  Total Titles	4,627 46 4,673
Total Watercraft Registrations	359

### STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 21 CAMBRIDGE CITY, INDIANA EXIT CONFERENCE

The contents of this report were discussed on September 9, 2004, with Ms. Jane Lay, Branch Manager. Our examination disclosed no material items that warrant comment at this time.